

Voluntary Termination Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally clarify my intention to voluntarily terminate my employment with [Company's Name] as of [Last Working Day]. This decision is made after careful consideration, and I believe it is the best step for my career at this time.

Please let me know if there are any further steps I need to take or if there are any outstanding matters that need to be finalized. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you for the opportunities I have received during my time at [Company's Name]. I appreciate the support from you and my colleagues and hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]